TO*:* Indiana Public School Corporations

FROM: Devon McDonald, Acting Executive Director
Indiana Criminal Justice Institute

SUBJECT: FY2015 Indiana Safe Haven Grant Application

DATE: May 29, 2015

Re: 2015-2016 School Safe Haven Grant Program

Introduction and Purpose of Grant

The Indiana Criminal Justice Institute is now accepting applications for the 2015-2016 School Safe Haven Program. Indiana's School Safe Haven Program provides matching grants that may be awarded to public school corporations.

Applicants must be registered in Egrants in order to access the electronic application. Applications must be submitted via Egrants on or before 11:59 P.M. (ET) on **June 30, 2015**. Applicants are strongly encouraged to submit applications 72 hours prior to the deadline.

All applications must be submitted through the Egrants system and can be access through the following website.
https://egrants.cji.in.gov/base/

Late or incomplete applications will not be accepted.

For technical assistance with submitting an application, contact the Egrants Help Desk at
CJIHelpDesk@cji.in.gov or call 317-232-1233 during business hours.
Egrants Help Desk hours are Monday – Friday 8:00 am to 4:30 pm ET, except state holidays.

ICJI is not responsible for technical issues with grant submission within 24 hours of grant deadline.

The 2015-2016 Safe Haven Grant priorities for funding will be evidence-based prevention programs and school resource officer programs. This year's goal for the safe haven grant program is to fund well designed evidenced-based programs which will allow for better data capturing, as well as more fully funded programs. The grant is intended to supplement funding for programs in the school districts.

The goals of the FY 2015-2016 Safe Haven Grant are:

1) To afford students and staff opportunities to develop the skills and strategies necessary to prevent violent and potentially violent situations.
2) To enable schools to identify and acquire the programs and resources necessary to apply research-based models and proven practices for curriculum, policies, procedures and instruction.
3) To assist schools in creating a physical environment that promotes the safety and well-being of students and staff within the school campus. Reducing alcohol, tobacco, and drug abuse

A safe school provides a physical and social environment in which students are able to learn and achieve to their fullest potential. A safe school environment also enables educators, administrators and other staff to support students in that pursuit without violence, the threat of violence or other safety concerns. To accomplish these goals, schools must assess their risk factors, needs, local resources and existing efforts and strategies.

Eligibility

Only Indiana public school corporations are eligible for funding. Interested applicants must apply for matching grants through Safe Haven based on the direction of its school corporation. Eligibility requirements are as follows:

1) Applicants must select one program area per application. If a school would like to apply for two program areas then two separate applications will need to be submitted. Please reference the 2015 safe haven grant application guidebook when completing application.

2) The Indiana Criminal Justice Institute will fund programs under two (2) areas:
   a) School Resource Officer Programs
   b) Evidence-Based Programs

3) A 1:1 cash match, in-kind or programmatic match must be provided by the school for any funds received. The purpose of match is to increase the amount of resources available to programs supported by state grants.

4) Only applications demonstrating a valid need will be considered. The applicant must demonstrate the need for the proposed program, curriculum, or strategies outlined in its Safe Haven grant application. Please use specific data from the school district to include:
   a) Suspension/Expulsion Data
   b) Behavioral Data (office referrals, attendance records, etc)
   c) Improved/Declining ISTEP/standardized testing scores
   d) If available Alcohol Tobacco Other Drug (ATOD) Survey results, through IPRC

5) When applying for a School Resource Officer Program a SRO must now meet one of the following requirements:
   a) Employed by a law enforcement agency
   b) A police reserve officer
   c) A special deputy
   d) A school corporation police officer

   If an SRO meets the above requirements, training must now be provided by one of the following associations:

<ol type="a" start="1">
The National Association of School Resource Officers
The Indiana Law Enforcement Training Board
Another program approved by the Indiana Law Enforcement Training Board

Once training has been completed documentation will need to be provided to ICJI. This can be uploaded into Egrants in the attachment section of the application. If training takes place after an application has been awarded there may be special conditions placed on the award. If an SRO is not certified, the application must include registration confirmation and upon completion of training, proof of certification must be provided. Schools may apply for SRO training funds. Please visit www.nasro.org for a list of conference dates or visit the Indiana Law Enforcement Academy website at http://www.in.gov/ilea/2382.htm for more information.

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Schools that apply for funding for an evidence-based program will need to clearly identify the evidence-based program being modeled in the application. If the evidence-based program is not clearly stated and described, the grant will not be funded.
Applications must contain sustainability information. School districts must have a plan in place should state funding become obsolete.
All approved applications must comply with reporting requirements. Failure to comply with reporting requirements will have a direct impact on future funding.
No guarantee of funding is made to any applicant. Funding is dependent upon availability of funds from the State of Indiana

Deadlines: Registration and Application

Applications will be submitted through Egrants at http://egrants.cji.in.gov by 11:59 P.M. (ET) on June 30, 2015

Egrants is an end-to-end solution for the administration of grants. Everything from the grant application, reporting and fiscal draw downs will occur online within Egrants. The registration process can be started by visiting http://egrants.cji.in.gov and clicking on the "Register" button in order to be a user in the Egrants system. Applicants must be registered in Egrants in order to access the online application. Processing delays and system errors can occur and registration could take several days for first time registrants. Failure to register will prevent applicants from obtaining proper access to the system prior to the grant application due date. ICJI recommends that you register and become familiar with the system as early as possible to prevent delays in submitting an application. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 24 hours of the deadline. Late applications or applications submitted through any means other than the Egrants system will not be scored nor considered for funding.

How to apply through Egrants

Applications for Safe Haven funding must be submitted through the Electronic Grant system (Egrants) at http://egrants.cji.in.gov by 11:59 p.m. on June 30, 2015. Log onto Egrants using the User ID and Password that was set up during the registration phase. On the Main Menu screen, click the "Funding Opportunities" link and then click the appropriate funding opportunity link.
The applicant shall submit all data as requested and required within the application form. Each required field must be completed before the application can be submitted.

3) Certified Assurances: This component of the application requires the Authorized Official to attest to the contents of the application are true and accurate and to certify that the Applicant Agency and all involved will comply with all conditions of the grant program as stated and/or referenced in this RFP.

4) Once all application components are "Marked as Complete", please review the application by clicking the "Preview" button. You may print a copy of the application from the preview screen. Once you feel the application is ready for submission, click the "Submit" button. A confirmation screen will appear which may be printed for your records. The individual selected as the Project Director on the Main Summary page will receive a confirmation email that the application has been submitted**.**

An average score is determined from each reviewer's results, based on the criteria set forth on the Safe Haven application score sheet. **Applications that score less than 75 will not be funded.**

Submission of Application

Completed applications and all required documentation are to be submitted through Egrants no later than 11:59 P.M. (ET) on June 30, 2015. Please note that original signatures are not required due to online submission of the grant application. **Late applications will not be considered for funding.**

Award Period and Funding Level

The award period for the 2015 School Safe Haven grant is **September 1, 2015 to June 30, 2016**. Programs should begin on September 1, 2015 and must be in operation no later than 60 days after the start date. Failure to have the funded program operational within 90 days from September 1, 2015 will result in the cancellation of the grant and the de-obligation of all awarded funds. Programs must conclude no later than June 30, 2016. Funding obligations must be made prior to June 30, 2016, all outstanding expenses must be paid and the final fiscal report submitted via Egrants within 15 days from June 30, 2016.

Ineligible Costs & Activities

1) Reimbursement for mileage, per diem, and lodging at any amount other than the state rate. The budget section will need to include the state rate, not the school system reimbursement rate.

2) Daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Indiana Department of Administration.

3) First Class travel.

The state rates can be found at the Indiana Department of Administration website at http://www.in.gov/idoa/files/travel_policy.pdf.

Additional Requirements

All applicants awarded a grant from the Indiana Criminal Justice Institute must agree to the following:

1) Enter into a Grant Agreement between the Indiana Criminal Justice Institute and the legal applicant;

2) Submit performance data, performance reports, and financial reports in the prescribed format and time frames as determined by the Indiana Criminal Justice Institute (if reports are not submitted timely, it will affect future funding).

Selection Process and Award Notification

ICJI staff will conduct an initial screening of the proposal to check for completeness of the application. ICJI staff will then review each application present eligible applications to the ICJI board of trustees for consideration. Applicants will be notified of the youth subcommittee funding recommendations prior to the ICJI board of trustees meeting. Applicants awarded Safe Haven grants will be notified electronically of the funding decision.

Modifications and Award Process

Grantees may be asked to adjust proposed budgets or plans to fit the grant award from the board of trustees. Modifications must be submitted via Egrants and approved by the youth division staff. Upon approval, grant agreements will be sent to grantees within 30 days. The grant agreement, with original signatures, must be returned to ICJI as instructed. Upon the approval of the grant agreement, grant award, information will be provided to the school corporation and the award will be approved for funding in Egrants.

Program Reports

Evidence-Based Program Requirements:

If applying for an Evidence-Based Program, complete the Performance Indicator section by adding your own performance indicators related to your program. These will be apart of the program report and will correlate to the programs outcomes. ICJI will work with your program to create performance indicators.

<u>ICJI Definition of Evidence-Based Programs and Practices</u>

The Indiana Criminal Justice Institute considers a program and/or practice to be evidence-based when:

1.   The program or practice has been evaluated and the findings published in an academic, peer-reviewed journal(s) (i.e. *Punishment & Society, Psychology, Crime & Law,* etc.) demonstrating positive results; or,
2.   Effectiveness of the program or practice has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations); or,
3.   The program or practice can be found on a list or registry of evaluated programs and practices (i.e. CrimeSolutions.org, NREPP.SAMHSA.gov, George Mason University's Center for Evidence-Based Crime Policy: http://cebcp.org/ etc) and is categorized as evidence-based, effective, promising, a model practice, or a best practice

School Resource Officer Requirements:

School Resource Officers are required to report incidents to ICJI each time a reportable incident is performed. The current method of collecting the incident reports is electronically when the SRO submits the reports through email. ICJI has now a database to collect incident reports and analyze through running reports. This process will simplify the task of reporting incident reports, to have consistency in the

information recorded, easily retrieve records for analysis and trends and provide various reports and graphs.

SRO program will still need to go into Egrants and report on the narrative portion of the program report semi-annually.

**Reportable Incident(s) is defined as:

"Law Enforcement-related activities requiring intervention and reporting by the School Resource Officer for the purposes of investigation and/or safety. Administrative activities, class instruction, mentoring/counseling, safety audits/drills, and other similar duties and activities should **NOT** be considered incidents."

**Required for all SRO programs: A pre and post student survey of program effectiveness will be administered and results will need to be provided to ICJI before the final grant payment. ICJI will provide the survey questions.

**Schools will also be required to submit a letter demonstrating to ICJI that a plan will be in place informing students that an SRO will be placed in their schools and what the roles and responsibilities of the SRO will be.

Monitoring

All programs that receive funding will be monitored by the youth division staff using a combination of desk reviews and site visits. Additionally, the program manager will routinely review all submitted reports for timeliness and accuracy. (Failure to submit the required reports by the stated due dates will result in reimbursement of grant funds being withheld until the report(s) is received)

Fiscal and Program Reporting

Safe Haven subgrantees are required to submit quarterly fiscal and program reports through Egrants. Program reports will require reporting on the required performance measures along with the narrative questions.

Below is an outline of the Safe Haven Funding Announcement. The questions and information requested in this document are similar to what you will encounter in the application. In order to assist you, this outline has been provided so that you may use it to prepare answers for some (or all) of the questions on this document and then copy and paste your answers into the appropriate spaces provided in the online application. Using the outline will allow you to save work as you proceed through the application, use spell check and check the character count. Please note that the character count will include all typed characters, spaces and punctuation. The Egrant system will time out after 30 minutes of inactivity and will not spell check or count characters, thus this outline is offered as support. Use of this outline is not a requirement of the funding announcement.

Sincerely,

ICJI Youth Services Division

Safe Haven Funding Announcement Outline

Main Summary Section

Complete the section fully.
   a. Enter the project title and project summary first.
   b. Once the title and summary have been entered, a Recipient Agency must be added, and the remainder of the main summary page can be completed. (Recipient Agency is the agency that will directly receive funds from the state, i.e. the school treasurer)
   c. You must select a Keyword for your application. You can also provide your house and senate districts and school district, but they are not required.
   d. After the Main Summary page has been saved, the rest of the application will be available to be completed.

Needs Assessment and Program Narrative

In this section you will describe the program the school will be implementing. Describe the needs of the school. Describe how the program will meet the needs of the school. Use data to support the need. Complete the section fully.

1. Needs Assessment

This section of the application should explain how the problem was identified and what relevant local facts, statistics and /or other measures will be used. Support your Needs Assessment with relevant data such as population and other demographic data. Use existing data sources when possible to document the need. Describe existing gaps in local services and how the program will address these needs. Consider using census data for your county or other existing sources for you area that provide indicators of the behaviors or outcomes you are addressing. Use specific data-suspension/expulsion rates, drug/alcohol abuse survey results, and/or standardized test scores (as applicable). Data and information for juvenile justice needs and crime problems should be included as part of your statement. Include the following:

✓ Background information about the community served;
✓ Geographic location/jurisdiction;
✓ Demographics of the target population in the location/jurisdiction serve;
✓ Statistical data on youth served and how they will benefit from the program.

2. Program Narrative

Program Area:

a) Select a program area from the drop down list to choose what kind of program you are applying for evidence-based program before/after school, evidence-based program during the school day, or a school resource officer program. Enter a date, if applying for an SRO program, when the SRO attended and completed the NASRO basic training or will be attending the training.

b) Provide a narrative that correlates to the program area that was selected from the drop down list by giving a detailed description of the full program to be implemented and how the proposed program will addresses/alleviate the problem identified in the needs assessment. A good program narrative will include a clear and full description of the proposed program, solution or remedy to the problem, list any partners involved in the project, and indicate how long it will take to see results from the program. Include what evidence based program will be implemented and provide the source (i.e.: OJJDP model programs guide, Blueprints, etc…). Below is a list of resources for evidence-based programs.

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Sources for Evidence-Based Programs:
Blueprints for Violence Prevention
CASEL (Collaborative for Academic, Social, and Emotional Learning)
Centers for Disease Control and Prevention
Community Guide to Helping America's Youth
Department of Education Safe, Disciplined, and Drug-free Schools
Drug Strategies, Inc.
Making the Grade
Hamilton Fish Institute
Institute for Medicine
NIDA Preventing Drug Abuse
National Institute of Justice What Works Report
OJJDP Model Programs Guide
Promising Practices Network
SAMSHA Model Programs
Surgeon General's Youth Violence Report

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3. Data Sources: Select the data that was used to support the needs assessment and program narrative. **Help Text:** What data was used? Remember to use the data of the box that has been selected. This section should be very detailed. Don't just use the numbers; explain the numbers and what they mean to the school.

4. Continuation programs: This section should be an overview of how the program has met objectives during the past grant period and describe the resulting impact. Include a summary of the previous funding program's activities, accomplishments to date, and data concerning the program's progress up to the time of the application in meeting goal. Applicants should also describe any problems encountered with the program's original goals and objectives and corrective action taken. If necessary, applicants should revise their initial goals and include how they will be measured. Be sure to state the data and research to show that the program is a worthwhile program to keep funding.

✓ Select if this is a continuation program (yes or no)
✓ IF this is a **new** program, the following questions may be skipped.

✓ IF this is a **continuation** program you will need to answer all of the questions in the continuation section of the application:
- → State how many years the program has been funded.
- → Provide an overview of how the program has met objectives during the past grant period and describe the resulting impact. This should include a summary of the previous funding program's activities, the number of youth served to date, the recidivism rate and data concerning the program's progress up to the time of application in meeting its goals.
- → Provide outcomes the program has or has not achieved.
- → Have the original goals and objectives been revised? If so, describe the revised goals and measurable objectives, including what changes will be made in the continuation of this program. Explain the issues that prevented the successful completion of the outcome goal(s) (if applicable). Applicants should also describe any problems encountered with the program's original goals and objectives and corrective action taken.
- → Do you have any success stories or interesting finding/results regarding your program's activity that you would like to share.

4. How often will students receive services provided by the Safe Haven Grant? **Help Text:** Are services available daily, weekly, monthly, multiple times per week, etc.

5. What is the number of students that will benefit through the proposed program? **Help Text:** This is the enrollment number for the students who will be involved with the program. Example 1) if funding is for a School Resource Officer will the officer be responsible for the entire school corporation or just a single school. If the entire student population will be benefiting through the SRO program, list the enrollment number of the school corporation. Example 2) if funding is for an evidence-based program, will the program be provided to the entire school or will the program be focused to limited number of students.

Problem Statement, Goals and Objectives

Clearly presenting program goals and objectives are critical to the application. Based on the Needs Assessment, the Problem Statement, Goals and Objectives should explain the expectations and indicate what it is that you are proposing.

Problem Statement: Please provide a brief description of the problem or set of problems to be addressed by the program. The problem statement is a one to two sentence brief description of the specific problem that has been identified. **Help Text:** The problem statement must make a clear, concise and evidence-supported statement of the problem you are addressing and wanting to solve to the reviewer. The problem will clearly define the problem as it exists in the community.

Goal(s): What the goal for the program? The goal statement should be clearly and directly tied to the program statement. A single goal is usually sufficient, however; more than 1 goal is acceptable.
Help Text: A goal statement is a broad statement of what you wish to accomplish with your program. Goals are broad, general, intangible, and abstract. A goal is really about the final impact or outcome that you wish to bring about.

The following question pertains to program objectives. Program Objectives are the targets set to achieve the stated goal(s) of the application.

Objectives: What are the objectives for each goal identified above?
Help Text: An objective is a specific measurable milestone aimed at achieving your Goal(s). Objectives must be SMART (Specific, measurable, attainable, realistic, and Timely).

Quantitatively define your program success: **Help Text**: A reviewer will be able to understand how this program will be a success (i.e. percentage increase in participation, number of students successfully completing the program, etc.)

Sustainability Plan

1. Provide an estimated funding plan (a self-imposed step down plan) for the next three years showing the expected levels of funding you anticipate for this program. Provide a general description of funding for the projected final year of funding. Describe the amount and source of match funds. Include up to at least three (3) potential funding source(s) organizations.
Help Text: All applicants must describe its strategy for obtaining permanent financial support following completion of the grant period. Funding from grant sources should be viewed a "seed funds" used to start a program, or as "supplementary funds" used to support a program with an existing budget. For time-limited projects give consideration to any future maintenance costs, material costs, etc. and explain how those costs will be paid.

2. What is the future of this program if Safe Haven funds are eliminated?
Help Text: Start to think of ways to utilize other funding sources. If Safe Haven funds are for personnel, see how much your community will buy into the program and help sustain. If the funding is for materials, at what point will materials continue to be necessary.

3. Please indicate the number of years Safe Haven Funding will be needed.
Help Text: Consider if there is other funding available, if the community and school system have buy in to the program and will increase funding. Is another agency providing funding, like a local police department; are they able to increase their portion?

Implementation Plan

An Implementation Plan is needed no matter whether your proposed program is new or a continuation of an existing program. Applicants need to provide a brief concise description of the format and methodology to be used in the program. It is crucial that the overall organization of the program and the relationship of different program components be clearly described. Different program activities should be linked to one another and all should seek to achieve the overall program goal described in the Goal section. In short, this section is comprised of four categories and should clearly describe "who, what, when, and how" of the program's operation.

1. Provide information on how the program will be implemented.
Help Text: 1.) Implementation Task – This is a statement of what activity/task that is to be completed. 2.) Who's Responsible – This identifies who is specifically responsible for accomplishing the Activity/Task. At a minimum, the title of the responsible person is to be listed. 3.) Timeline – This is a listing of a begin date/end date for the particular task. The Timeline should be realistic and attainable. 4.) Projected Resources Needed – This includes a listing of specific items that are needed to complete the Implementation Task.

Evaluation and Internal Assessment

In order to determine the level of success of your proposed program, you must make provisions to evaluate the program with an internal assessment. The evaluation plan should include strategies for measuring outcomes and data collection methods. It is important that you state the plan to accomplish and how you will assess what you are doing.

1. Who is responsible for evaluating the program?
Help Text: Will the project director be responsible or someone else? Will a team be working together?

2. Describe how this program will be measured.
Help Text: Restate the performance indicators and objectives if necessary.

3. Where will the data that is evaluated be housed? Will it be in an electronic format or recorded manually? Who is responsible for inputting the information and maintaining the information? **Help Text:** Think about how the data will be evaluated and tracked. What will be the best record keeping system for the agency?

4. What measures have put into place to adjust the program?
Help Text: If the evaluation and assessment indicate the program needs to be adjusted, what will you do to adjust the program? Are there parameters in place to alter the program to fit the needs determined by the assessment?

Safe Haven Match

The purpose of matching funds is to increase the amount of resources available to projects supported by state grants. Safe Haven is a 1:1 match. There are three types of match that will be acceptable. Select the type of match you will be providing from the drop down menu and then provide a breakdown of where the match will come from. If the grant will provide a match for salaries and operating expenses, then you will need to indicate how much funds will be coming from that category.

1. What type of match will be used?
Help Text: You must provide a 1:1 match for the requested funds. You may chose from Programmatic (using another program's funds that utilize the Safe Haven approach of prevention and or SRO programs; In-kind (volunteer hours); or Cash (local money used to support the program).

2. Answer the corresponding question(s) related to the type of match used.

If **Programmatic Match** was selected, please provide a detailed description of what program is being used. Include the focus of the program and how many students are involved. The program must follow the guidelines of Safe Haven, but not utilize any Safe Haven Funds.

If **In-kind Match** was selected, please provide a detailed description of who will be providing the volunteer hours and the cost of those hours. Describe the duties in great detail.

If **Cash Match** was selected, please provide where the match will be coming from. If the match is from the general fund dollars, provide specific funding information. If another agency is providing the cash match, include the agency's name and information.

Budget Detail

The budget is a line item detailed budget by budget category.

1. Budget by Category
   a. **Personnel:** List each position by the title and name. Show the annual salary rate and the percentage of time to be devoted to the program.

b. **Employee Benefits:** Benefits are for the personnel listed in the Personnel budget category and only for the percentage of time devoted to the program. Separate the type of benefit for each employee (i.e., FICA, health insurance, etc.). Fringe benefits need to be based on actual known costs or an established formula.

c. **Travel (Including Training):** Itemize travel expenses by purpose (e.g., staff to training, meet with clients, etc.). Show the computation of the funding (e.g., three people to a 2-day training at $X airfare, $X lodging, $X per diem). For training programs show the number of trainees and unit costs involved, including travel and meals. Identify the location of travel, if known. In the Budget Narrative, indicate the source of travel policies being used.

d. **Equipment:** List items that have a useful life of two or more years and a cost of $500 or more per unit.

e. **Supplies & Operating Expenses:** List items that include materials which are consumed during the course of the program (e.g., office supplies, copier paper, training books, etc.). This also includes utilities and rental space if applicable. Show the basis of computation.

f. **Consultants (including contractual services):** Provide a description of the product or service to be obtained by the contract and an estimate of the cost. If known, provide the vendor name.

2. Budget by Source
   a. **Federal:** Total amount of federal funds being requested.
   b. **Cash Match (New Appropriation.):** Total amount of cash match included in the budget.
   c. **In-Kind Match:** Total amount of in-kind match included in the budget.

Budget Narrative

The Budget Narrative provides an opportunity to provide a clear and detailed explanation for each line-item entry in the program's proposed budget. A description of the item, how it will be used, and why it is necessary for the program should be included. The categories in this section should directly correspond to the categories in the budget detail section as well as should be mentioned in your application. A description of the item, how it will be used, and why it is necessary for the program should be included. Enter N/A in categories where no funding is requested.

Help Text: The Budget Narrative should include items that will be supported with grant **and** match funds. Make sure your proposed items are eligible expenses. If items listed in the budget are not allowable, your grant funding may be reduced by that amount. Grant reviewers will not contact you for clarification. Any missing information in this section may disqualify that budget item for funding.

1. **Personnel**
   ✓ Describe the roles and responsibilities for each position or attach a detailed job description. If you attach a job description, enter "See Attached Job Description(s)" into the text box.
2. **Employee Benefits**
   ✓ Describe employee benefits that will be paid for each position.
3. **Travel (Including Training)**
   ✓ Explain the reason for travel expenses for the program personnel (i.e. staff to training, meetings, etc.)
4. **Equipment Help Text:** Items purchased at a value of $500 or more per unit must be included in the Equipment section. If an item has a unit value of under $500, it must be included in Supplies & Operating Expenses.

- ✓ How will purchasing this equipment improve services to students?
- ✓ If you agency is requesting more than one piece of equipment, please prioritize your request.

5. **Supplies & Operating Expenses**
   - ✓ How will this expenditure improve services to students?
6. **Consultants (including contractual services)**
   - ✓ Describe the nature of the position or service being contracted.
   - ✓ What is the consultant's hourly rate?
   - ✓ What was the basis for the selection of the consultant? (ex. Open bidding, sole source, etc)

List the source of matching funds (local, State, other), the amount of the match funds, and what budget line item those funds will be used for.

Performance Indicators

Indicators require target estimates (goals) for the program. You should begin by looking at previous year's data and setting your goal based on that data. This is the section that will be reported on with programmatic reports for Evidence-based programs. SRO programs will also be required to report in the School Resource Officer database. ICJI will work with your program to establish performance measures.

The Performance Indicators section will be apart of the program report for evidence-based programs.

Attachments

Required:
1) Audit Report- all applicants must submit a copy of their most recent audit in this section of the application.
2) For SRO program ONLY, attach a letter demonstrating to ICJI that a plan will be in place informing students that an SRO will be placed in their schools and what the roles and responsibilities the SRO will be.
3) SRO NASRO certificate
4) If applying for personal funds, include job descriptions, resumes, etc.

Optional:
If you have charts, graphs, evaluations, letters of support etc., that you wish to include with your application, please submit them as attachments. Label each attachment (Evaluation, Letter of Support, etc).